

**PLEASE PRINT**  
**Admissions and Records Petition**  
**Repeat a Course**

Rec'd By \_\_\_\_\_  
 Date \_\_\_\_\_



Petition Refers to: Fall 20\_\_\_\_\_  
 Spring 20\_\_\_\_\_  
 Summer 20\_\_\_\_\_

- Improve Substandard Grade/"W" after One Repeat
  - Legally Mandated Training ( EMT Program)
  - Significant Lapse Time (Program Requirements must be attached)
  - Special DSP Class (Verification from DSP must be attached)
- (See page 2 for additional information.)

Student Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_

SCC Email Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SCC ID# \_\_\_\_\_

Explain why Repeat is Necessary: \_\_\_\_\_

Course Name (Ex., Math 104)	Course Description (Ex., Intern. Algebra)	Units 5.0	Original Grade (W, D, F, etc.)	Semester & Year Originally Taken (Fall 2018)	CRN you wish to be enrolled (5 digits)	Semester you wish to be enrolled

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Telephone No. \_\_\_\_\_

Counselor Approved?  Y  N

Counselor Explain Ramifications to Student?  Y  N

COUNSELOR COMMENTS: \_\_\_\_\_

Counselor Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

OFFICE USE ONLY

Admissions and Records Director or Designee Approve?  Y  N

Subtract from Apportionment?  Y  N

If Yes, marked in Banner? \_\_\_\_\_ Initial/Date \_\_\_\_\_ Notification email:  Y  N Initial/Date \_\_\_\_\_

## Repeat Petition Information and Instructions

This form should be completed well in advance of priority registration for the term in which you wish to repeat. Repeat petitions done after that time may not be able to be completed in time for you to register for classes.

If denied and student wishes to appeal, student should contact Admissions and Records Director or designee. If no agreement can be reached, student should complete Appeal Petition.

### Instructions:

1. Complete this form.
2. See a Counselor.
3. Counselor will make recommendation and submit to Admissions and Records.
4. Admissions and Records emails copy of form to student's SCC email within 10 business days.
5. You must return to Admissions and Records with approved petition on or after your priority registration date to enroll. You may also enroll via email to [admissions@solano.edu](mailto:admissions@solano.edu). Be sure to include copy of your approved petition.

A	B	C	D
Repeat Category	# Times Initially Allowed (Banner allows- no petition needed)	GPA Ramifications	Apportionment Claims
<u>C or Better Repeat</u>  (Grade of C or better earned in non-repeatable, credit courses; specific program requirements; recency requirement)	1  Must petition for more.	1 <sup>st</sup> grade is included in GPA. Upon repeat done as result of approved petition, include both grades in GPA	1
<u>Substandard Grade (D/F/NP/NC) &amp; W Repeats</u>	3  Must petition for more.	First two sub-standard are disregarded from GPA	3
<u>Significant Lapse of Time Repeat (min. 3 years)</u> must have program documentation.	1 (Banner will allow first enrollment but if student tries enrolling another time they will be blocked and have to petition)	Grade is included each time in GPA.	Original + 1
<u>Legally Mandated Training Repeat</u> (Repeat due to legally mandated training requirement as condition of continued paid or volunteer employment)	1 (EMT 213 only as of 2.6.13) Student may take unlimited times for this reason but must provide documentation for each repeat enrollment beyond the original <b>Counselor signature <u>not</u> required.</b>	Grade is included in GPA each time.	Unlimited
<u>DSP Repeat</u> (Special class for students with disability when repetition required as disability related accommodation)	1  Must petition for all but 1 <sup>st</sup> enrollment	Previous grade and credit disregarded 1 <sup>st</sup> two times only.	Unlimited
<u>Work Experience</u>	1  As many as needed to complete one time the full curriculum of the course (Banner will block before student can do this. Students need to register with A&R if blocked)	Grade received for each enrollment is included.	Equivalent to one time the full curriculum of the course.
<u>Variable Unit Open Entry/Open Exit Repeat</u>	1  Enrollments that occurred prior to Summer 2012 which resulted in an A, B, C, D, F, FW, P, NP or W do count as a course repetition.	Grade received for each enrollment is included.	Equivalent to one time the full curriculum of the course.
<u>Activity Course Repeat</u>	1+3 allowed in family <b>Counselor approval/signature <u>required</u> after 3 repeats.</b>	Grade is included each time in GPA	1+3 allowed in family